

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Odyssey Shortcuts and Hot Keys

Quick Guide

Version 1.0

Updated: 09/2016

Odyssey Shortcuts and Hot Keys

NAVIGATION

ALT + A	To add a record (equivalent of clicking the + sign)
F12 Then - CRIMINAL	Open Up Tab Navigation Menu
M	Summary tab
D	Detail tab
P	Parties tab
C	Charges tab
E	Events tab
S	Service Events tab
H	Hearings tab
n	Interim Conditions tab
N	Notes
o	Disposition tab
T	Time Standards tab
F	Financial tab
r	Protection Orders tab
W	Warrants tab
B	Bonds tab
i	Exhibits tab
u	Documents tab
A	Appeals tab
y	Attorney Payments
F12 Then - CIVIL	Open Up Tab Navigation Menu
m	Summary tab
D	Detail tab
P	Parties tab
E	Events tab
S	Service Events tab
H	Hearings tab
n	Interim Conditions tab
C	Cause of Actions tab
o	Disposition tab
T	Time Standards tab
F	Financial tab
r	Protection Orders tab
W	Warrants tab
B	Bonds tab
i	Exhibits tab
u	Documents tab
A	Appeals tab
y	Attorney Payments tab
A	Appointments tab

N	Notes
Modify Party dialog box	
F12 then	Open up tab Menu
g	General tab
a	Additional tab
e	Employment tab
r	Relationships tab
s	Cases tab
w	Warrants tab
b	Bonds tab
f	Financial tab
n	Notes tab
Add/Modify Charge Detail dialog box	
F12 then	
d	Detail
f	Arrest/Filing
a	Additional
h	History
Add/Modify Warrants dialog box	
F12 then	
d	Detail tab
s	Status tab
v	Service tab
Add/Modify Cash Bond dialog box	
F12 then	
d	Detail tab
s	Status tab
p	Payment tab
Add/Modify Surety Bond dialog box	
d	Detail tab
s	Status tab
u	Surety tab
p	Payment tab
ALT + Down Arrow	To open up a pull Down Menu then arrow up and down in the menu and hit Enter when the appropriate choice is highlighted.
ALT + S	Save
ALT + C	Continue
ALT + X	Exit
F1	Help
ALT+F1	New Mexico Specific Help (may not be written yet)

F3	Move from Message box to field that needs fixing. If you press it again you will be moved to the next field that needs fixing.
F4	Code Lookup
F11	Full Screen Toggle

DATE SHORTCUTS

T	Today
Y	Yesterday
Mon, Tues, Wed, Thu, Fri	Will yield the date of that day in the current week
Next Mon, etc	Will yield the date of that day in the next week
Last Mon, etc	Will yield the date of that day in the previous week
b or beg	Yields the date of the first day of the current month
E or end	Yield the date of the last day of the current month
t + or – a number	Yields today’s date plus or minus the number of days, e.g., t-1 will yield yesterday’s date, t + 1 will yield tomorrow’s date
w + or – a number	Yields today’s date plus or minus the number of weekdays, e.g., t-1 will yield yesterday’s date, t + 1 will yield tomorrow’s date provided they are weekdays. If today is Friday, w+1 will yield Monday’s date.
	Click on the Calendar or tab to the calendar and press Enter to open it up
<i>Once in the Calendar</i>	
ALT + N	Next Month
ALT + P	Previous Month
ALT + X	Exit or close the Calendar
ALT + N	Add Next

SEARCHING

For Party or Attorney	Last Name; 3 letters before * (wild card)
	First Name; 1 letters before * (wild card)
	Use Soundex Search if unsure of spelling
Case Number	Can enter entire case number (may leave out dashes)
	Can use wild card with case number, e.g., M-56-MR-2009*
Driver License Number	Requires the entire number and the state
Bar Number	Requires entry of entire bar number

ADD OR MODIFY EVENT

ALT + E	Navigate to Event Comment Field
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